

Instructions for Stormwater Facility Maintenance Inspection

Commercial property owners, multifamily residential properties, and owners of single family residential properties with privately maintained drainage and stormwater facilities are required by King County Code titles 9.040.120 and 9.12 to maintain their drainage and stormwater control facilities to King County standards. As a commercial property owner, multifamily residential property manager, or a single family residential property owner with privately maintained drainage and stormwater control facilities, you are responsible for your own inspection using either an in-house inspector or an outside vendor. You are also responsible for performing any maintenance identified by the inspection.

The inspection, any required maintenance work must be completed and reported to WLRD by November 30, 2010, on the enclosed *Commercial Drainage Facility Maintenance Checklist* to qualify for the SWM fee discount. Basic instructions follow:

1. Facility Identification

The first step is to look on your enclosed site plan and determine which facility components are on your property. Check the appropriate column, “Yes” or “No” on the Maintenance Checklist.

2. Inspection

For all facility components that you have, conduct an inspection. You may use in-house personnel or a vendor to perform the inspection. Refer to the enclosed booklet, *King County Drainage Maintenance Standards*, which describes the King County standard for each component and identifies defects with a defect number and description of the defect. If no work is required and the facility component already meets the standard, write “meets standard” in the space for that component. If a component has a defect, list the defect number in the space for that component. See the enclosed “TIPS FOR SUCCESSFUL DRAINAGE FACILITY SELF-INSPECTION” for detailed instructions.

(Note: If there are multiple facility components of a particular type on your property, list each one by its site plan number – CB-1, CB-2, for catch basins or CB-1 – CB-2 for a pipe between CB-1 and CB-2, etc. – along with the defect number. You need only list the defective component in this case, and do not need to write “meets standards.”)

3. Maintenance work

If maintenance is required, have the work performed by qualified in-house personnel or a qualified vendor. Check off that the work has been completed in the “Work Completed” column and enter the date it was completed.

4. Certification

Sign and date in the certification section of the “COMMERCIAL DRAINAGE FACILITY MAINTENANCE CHECKLIST,” under penalty of perjury, that the self-inspection and maintenance have been performed.

5. Submittal

Mail or fax the checklist, worksheet, and all supplemental documentation to:

**King County Water and Land Resources Division
Attn: Tom Lew, Senior Engineer
Stormwater Services Section
201 S Jackson Street, Suite 600
Seattle, WA 98104-3855**

Fax Number 206-296-0192

These documents must be received by November 30, 2010, to qualify for the 2011 SWM fee discount. If you are having difficulty meeting this deadline, contact Tom Lew, Senior Engineer of the Stormwater Services Section in the Water and Land Resources Division, at 206-296-8327. A temporary extension to the deadline may be arranged.